



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 3100.1C

Code 0100

1 November 1996

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 3100.1C

From: Commanding Officer

Subj: REPORTING PROCEDURES FOR SPECIAL INCIDENT REPORTS:  
OPREP-3, (PINNACLE), OPREP-3 (NAVY BLUE) AND UNIT SITREPS

Ref: (a) OPNAVINST 3100.6G

1. Purpose. To establish procedures for reporting events and special incidents which may attract national or high Navy interest.

2. Cancellation. NAVHOSP29PALMSINST 3100.1B.

3. Background

a. An initial OPREP-3 (PINNACLE) report is normally the first indication to senior authority that an incident has occurred which is of national level interest. An initial OPREP-3 (NAVY BLUE) report is normally the first indication to senior authority that an incident has occurred which is of CNO interest. The UNIT SITREP is intended to report significant events or incidents which do not meet the higher precedence reporting criteria of the OPREP reports.

(1) National level interest is presumed when it is conceivable that the National Command Authorities (NCA) or the highest levels of government will desire timely knowledge of the incident.

(2) Incidents which are not of interest to the NCA, but are of great concern to the Chief of Naval Operations (CNO) and other senior Naval commands, are considered of high U. S. Navy interest.

b. A detailed review of special incident reports is provided by reference (a), which includes a special incident decision tree to help the drafter decide which message is appropriate, given the situation at hand. Reference (a) contains a detailed list of significant reportable events and situations which would require OPREP-3, (PINNACLE), OPREP-3 (NAVY BLUE) or UNIT SITREP reports to be generated. Significant reportable events and situations include:

(1) Events having domestic or international implications which give rise to inquiries by the public or press.

(2) Disaster, fire, or other catastrophes which involve Naval units or where Naval assistance is provided or requested.

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(3) Diagnosis of any international quarantinable disease or potential epidemic threat affecting operational readiness.

(4) Accidents involving government vehicles.

(5) Damage to civilian property.

(6) Bomb threats.

(7) Potential medical malpractice.

4. Action. Since listing all possible scenarios and message examples and formats is beyond the scope of this instruction, personnel shall use reference (a) to assist in the proper drafting of message.

a. All members of this command shall immediately notify the Commanding Officer and Executive Officer if they become aware of any event which may require reporting to higher authority.

b. Director for Administration shall prepare special incident reports after approval of the Commanding Officer or Executive Officer. Under no circumstances will a report be made without the approval of the Commanding Officer or the Executive Officer, or the Command Duty Officer.

c. Officer of the Day shall:

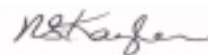
(1) Be familiar with reference (a).

(2) Notify the Director for Administration, Command Duty Officer, Executive Officer, and Commanding Officer of special incidents.

(3) Prepare reports with the assistance of the Director for Administration after normal working hours. In the event that the DFA cannot be contacted, prepare reports with the assistance of the CDO.

d. Director for Administration will ensure that all CDO, and OOD watchstanders are familiar with and trained in proper special incident reporting requirements and procedures.

5. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.



R. S. KAYLER

Distribution:  
List A  
CDOs/OODs/MODs